

SOLICITATION FOR FINANCIAL ASSISTANCE APPLICATIONS

SOLICITATION NUMBER DE-PS48-00R810686



WEATHERIZATION TRAINING AND PROGRAM ENHANCEMENT

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Denver Regional Office
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WEATHERIZATION TRAINING AND PROGRAM ENHANCEMENT

I. INTRODUCTION

The U.S. Department of Energy (DOE), through the Denver Regional Office (DRO), is soliciting applications for a state sponsor for Weatherization Training and Program Enhancement activities to be conducted for the Weatherization Assistance Program (WAP) in the Denver Region. The selected applicant (hereinafter called recipient) will receive financial assistance to administer training and other activities that assist with the enhancement and advancement of the WAP under a cooperative agreement with the DOE.

It is anticipated that one award will result from this solicitation. Under the cooperative agreement, the recipient will have primary responsibility (with substantial involvement by the DRO) for providing training and technical development activities that are intended to improve the depth, knowledge and the caliber of technical skills of grantees and subgrantees administering the DOE WAP in the Denver Region. It is expected that the recipient will coordinate and work in conjunction with Weatherization organizations within the region that specialize in the delivery of training and enhancement-type activities, such as the Weatherization Manager's Association (WMA), and other technical skills training organizations.

The recipient will conduct solicitations for WAP projects in the region, coordinate the selection process for subgrants, and oversee the management and monitoring of training and enhancement projects. The recipient will also ensure that information about the projects, through reports and minutes of informational meetings, are developed and distributed.

It is estimated that \$100,000 will be made available for the initial award in Fiscal Year 2000, and DOE anticipates that up to \$750,000 may be made available over the five-year project period, depending upon availability of funding. It is expected that the management and administration tasks will represent no more than 10% of the annual budget available for these type of activities, and that subawards issued by the recipient will represent at least 90% of the budget.

A. BACKGROUND AND GOALS

The initial authority to establish the Weatherization Assistance Program (WAP) was created by Congress in 1976 under the Energy Conservation in Existing Buildings Act of 1976. Its goal is to increase the energy efficiency of dwellings owned or occupied by low-income persons, reduce their total residential energy expenditures, and improve their health and safety, especially low-income persons who are particularly vulnerable, such as the elderly, the physically challenged, and children.

An objective of the Denver Regional Office's WAP is to assist states in the region to develop and improve professional standards and practices involved in the administration of the WAP.

B. SCOPE

Applications must address each of the following activities in order to be considered for award. The activities are (1) Management and Planning, (2) Project Oversight and Evaluation, and (3) Information and Knowledge Exchange.

1. **Management and Planning** includes a plan for overall management of the cooperative agreement award at the state level, including coordination with the DRO, and appropriate Ad Hoc or subcommittees. The responsibility also includes oversight of the development of resource plans and providing technical input to DOE for annual operating plans for the region.
2. **Project Oversight and Evaluation** includes overseeing the awarding and administration of subgrants to states or states' subgrantees to conduct training and enhancement activities. The recipient or its appointed subcontractor will solicit applications for projects in support of the program goals, and will establish review processes and panels to review proposed projects.
3. **Information and Knowledge Exchange** includes overseeing the development, implementation and reporting on project activities that are intended to increase the level of technical program knowledge of the states in the region. These activities are to include but are not limited to the following:

Establishment of a Peer Exchange/Monitoring Project, including necessary training, to allow states and subgrantees to visit other subgrantee agencies in the region for the purposes of sharing knowledge and conducting program monitoring;

Developing, coordinating and conducting Regional WAP Training Conferences, Seminars and Workshops to assist participants from within the region to learn state-of-the-art techniques, procedures, and available resources for improving the delivery of their WAP services;

Establishment of appropriate subcommittees to review proposals received for subgrants, propose specific weatherization activities such as research and demonstration projects, and to develop activities that would assist with the

delivery of standardized and consistent training (where appropriate) such as the establishment of a regional technical training center; and

Conducting Information and Outreach activities that support the program, help promote its goals and objectives, and provide appropriate information about the program to potential clients, local organizations in a position to help with client referrals, and the general public, as necessary.

C. Solicitation Definitions

"Applicant" means the legal entity or individual signing the application. This entity or individual signing may be one organization or a single entity representative of a group of organizations (such as a consortium) that have chosen to submit a single application in response to this solicitation.

"Application" means the documentation submitted in response to this solicitation.

"Award" means the written documentation executed by a DOE Contracting Officer, after an Applicant is selected, which contains the terms and conditions for providing financial assistance to the applicant.

"Budget" means the cost expenditure plan submitted in the application, including both the DOE contribution and the applicant share.

"Budget Period" means an interval of time, specified in the award, into which a project is divided for budgeting and funding purposes.

"Consortium (plural consortia)" means the group of organizations or individuals that have chosen to complete and submit a single application in response to this solicitation.

"Contracting Officer" means the DOE official authorized to execute awards on behalf of DOE and who is responsible for the business management and non-program aspects of the financial assistance process.

"Cooperative Agreement" means a financial assistance instrument used by DOE to transfer money or property when the principal purpose of the transaction is to accomplish a public purpose of support or stimulation authorized by Federal statute, and substantial involvement (see definition below) is anticipated between DOE and the applicant during the performance of the contemplated activity.

"Cost Sharing" means the respective share of total project costs required to be contributed by the Applicant and by DOE. The required percentage of applicant cost share is to be applied to the total project cost (i.e., the sum of Applicant plus DOE cost shares) rather than to the DOE contribution alone.

"Financial Assistance" means the transfer of money or property to a applicant or subapplicant to accomplish a public purpose of support authorized by Federal statute through grants or

cooperative agreements and subawards. In DOE, it does not include direct loans, loan guarantees, price guarantees, purchase agreements, Cooperative Research and Development Agreements (CRADAs), or any other type of financial incentive instrument.

"Key Personnel" means the individuals who will have significant roles in planning and implementation of the proposed project on the part of the Applicant.

"Participant" means any entity substantially involved in a consortium, or other business arrangement (including major subcontractors), responding to this solicitation.

"Project" means the set of activities described in an application, State plan, or other document that is approved by DOE for financial assistance (whether such financial assistance represents all or only a portion of the support necessary to carry out those activities).

"Project Period" means the total period of time indicated in an award during which DOE expects to provide support contingent upon satisfactory progress and available funds. A project period may consist of one or more budget periods and may be extended by DOE.

"Recipient" means the organization, individual, or other entity which receives an award from DOE and is financially accountable for the use of any DOE funds or property provided for the performance of the project, and is legally responsible for carrying out the terms and conditions of the award.

"Selection" means the determination by the DOE Selection Official that negotiations take place for certain projects with the intent of awarding a Financial Assistance instrument.

"Solicitation" means a document which requests the submission of applications for support and which describes the objectives, applicant and project eligibility requirements, desired performance activity, evaluation criteria, award terms and conditions, and other relevant information about the opportunity.

"Substantial Involvement" means involvement on the part of the government that includes direction which the Applicant is required to follow. Such involvement will be negotiated with each Applicant prior to signing any agreement.

"Total Project cost" means all the funds required to complete the effort proposed by the Applicant, including DOE funds plus all other funds that will be committed by the Applicant as cost sharing.

II. GENERAL INFORMATION

A. Eligibility Requirements

Applications must be submitted by an eligible applicant. The region covered by the Denver Region includes the following states, Colorado, Kansas Louisiana, Montana, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Utah, Wyoming. **Eligibility under this solicitation is restricted to state Weatherization Offices within the DOE Denver Region.** For the purposes of this solicitation, a state Weatherization Office is defined as the office designated by the Governor of the state to receive and administer DOE Weatherization Assistance Program funds.

B. Obtaining the Solicitation

Applicants may obtain the solicitation electronically through the Golden Field Office Home Page at <http://www.eren.doe.gov/golden/solicit.htm>. DOE does not intend to issue written copies of the solicitation.

C. Amendments and Applicant Notice of Intent to Submit an Application

Applicants intending to submit an application in response to this solicitation should provide written notification by mail to: Dennis D. Maez, DOE Denver Regional Office, 1617 Cole Boulevard, Golden, CO 80401-3393; or transmit via facsimile to Dennis D. Maez at (303) 275-4830; or transmitted electronically to dennis_maez@nrel.gov by **June 14, 2000**. Notifications must include the organization name, name of the point of contact, telephone number, and e-mail address. Amendments shall be placed on the Golden Field Office Home Page at <http://www.eren.doe.gov/golden/solicitations.htm>. DOE does not intend to issue hard copies of amendments. Only those parties submitting written notification of intent by **June 14, 2000** will receive e-mail notices that amendments, if any, to this solicitation, have been posted on the Home Page. DOE reserves the right to extend the closing date for applications, if necessary, and will only notify those entities that have provided written notification of their intent to submit an application.

D. Questions

All questions concerning this solicitation must be submitted in writing to: Dennis D. Maez, DOE, Denver Regional Office, 1617 Cole Blvd., Golden, CO 80401. Questions may be transmitted via facsimile to Dennis D. Maez at (303) 275-4830 or transmitted electronically to dennis_maez@nrel.gov. The deadline for receipt of questions is **June 9, 2000**. All questions and answers will be posted on the Golden Field Office Home Page as an amendment to the solicitation. Telephonic questions will be accepted at (303) 275-4700.

E. Time and Place for Submission of Applications

Applications are due at 3:00 PM Local Time, on **July 6, 2000**. Applications must be addressed to: U.S. Department of Energy, Denver Regional Office, ATTN: Dennis D. Maez, 1617 Cole Boulevard, Golden, Colorado 80401-3393. An application received after the aforementioned date shall be considered a late submission and not eligible for consideration unless it: (a) was sent by First Class, Registered or Certified Mail, or by overnight delivery service to the address specified above, (b) was postmarked not later than the application due date specified above (PRIVATE METERED POSTMARKS ARE NOT ACCEPTABLE PROOF OF THE DATE OF

MAILING) and (c) is received before the comprehensive evaluation of all acceptable applications submitted in response to the solicitation begins.

If hand carried, applications must be delivered to 1617 Cole Boulevard, Building 17, Room 207-11, Golden, CO 80401-3393 by the aforementioned time and date. The Applicant's courier must complete, sign and have signed by the DOE person accepting

the application, a receipt that will be available from DOE. Failure to complete the receipt shall render the application late and subject to the application deadline provision as stated above.

F. Award Instrument

It is DOE's intention to award a cooperative agreement to the successful applicant.

A sample cooperative agreement may be obtained at the Golden Field Office Home Page at <http://www.eren.doe.gov/golden/awarddocs.htm>. The Intellectual Property Provision for Non Research and Development - Large and Small Business, State and Local Governments, Nonprofit Organizations, Educational Institutions, and Others (GNRD-498) will be incorporated in any resulting agreement.

National laboratories shall not be considered as Applicants or participants of consortia responding to this solicitation. Negotiation, award, and administration will be in accordance with DOE Financial Assistance Rules (10 CFR Part 600). A copy of 10 CFR 600 may be obtained electronically through the Golden Field Office Home Page at <http://www.eren.doe.gov/golden/paf.htm>.

G. Catalog of Federal Domestic Assistance (CFDA) Number

The CFDA number for this solicitation is 81.042, Weatherization for Low-Income Persons. This information is provided for completion of Block 10 of the Application for Federal Assistance, Standard Form (SF) 424. Additionally, it is the opinion of DOE that Executive Order 12372 which requires review of certain Financial Assistance applications by states does not apply to this action. However, each Applicant should contact its state office of Federal programs to ensure that the order will not apply.

H. Sub-Awards to Debarred and Suspended Parties

Applicants and Participants, at any tier, must not make any subaward or permit any subaward (subcontract) to any party which is debarred, suspended, or is otherwise excluded from or

ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension" or is otherwise ineligible hereunder.

I. Financial Assistance for Application Preparation

No funding will be available under the DOE Minority Economic Impact (MEI) loan program for preparation of applications in response to this solicitation. DOE assumes no responsibility for any costs associated with application preparation or submission of applications if an award is not made. If an award is made, such costs may be allowable as provided in the applicable cost principles.

J. Notice Regarding Eligible/Ineligible Activities

Eligible activities under this program include those which describe and promote the understanding of scientific and technical aspects of specific energy technologies, but not those which encourage or support political activities such as the collection and dissemination of information related to potential, planned or pending legislation.

K. Lobbying Restrictions

LOBBYING RESTRICTION (DEPARTMENT OF INTERIOR & RELATED AGENCIES APPROPRIATIONS ACT)

The contractor or recipient agrees that none of the funds obligated on this award shall be made available for any activity or the publication or distribution of literature that in any way tends to promote public support or opposition to any legislative proposal on which Congressional action is not complete. This restriction is in addition to those prescribed elsewhere in statute and regulation.

L. Notice Regarding Purchase of American-Made Equipment and Products -- Sense of Congress

It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchase with funds made available under this award should be American-made.

M. Compliance With Buy American Act

In accepting this award, the recipient agrees to comply with sections 2 through 4 of the Act of March 3, 1933 (41 U.S.C. 10a - 10c, popularly known as the "Buy American Act"). The recipient should review the provisions of the Act to ensure that expenditures made under this award are in accordance with it.

III. APPLICATION PREPARATION INSTRUCTIONS

A. General Instructions

The Applicant must show the capability to perform the work by identifying relevant corporate experience, personnel qualifications, and facilities. Qualifications of any subcontractors and/or consultants anticipated to participate in the project shall be identified and included. Applications shall be submitted in two separate volumes which are distinctly marked as follows:

Volume I - Technical Volume

Volume II - Business Volume

To aid in the evaluation, applications shall be clearly and concisely written, as well as being neat, indexed and logically assembled. The applications shall be typed in a minimum of 10 point font on single-sided 8.5" x 11" paper. Illustrations should be legible, foldouts should, in general, be no more than 11" x 17" in size. All pages of each volume shall be appropriately numbered (including foldouts), and each Volume shall contain the name of the Applicant, point of contact including telephone and facsimile number, electronic mail address, the date, and the solicitation number, DE-PS48-00R810686.

Unnecessarily elaborate applications, which include elaborate artwork, brochures or other presentations beyond those necessary to complete an effective response, are discouraged.

The information provided should be specific and complete in every detail to clearly demonstrate a full understanding of the requirements. Stating that the offeror understands and will comply with the requirements is not adequate. Similarly, phrases such as "standard procedures will be employed," or "well-known techniques will be used" are also inadequate. Failure to respond or follow the instructions regarding the organization and content of the proposal may result in the offeror's proposal being deemed unacceptable. To facilitate orderly and expedient review of the applications, the format prescribed by this solicitation should be followed. The importance of supplying full and completely responsive information to each of the evaluation criteria can not be overemphasized; however, applications should be as concise as possible.

B. Proprietary Application Information

Applications submitted in response to this solicitation may contain trade secrets and/or privileged or confidential commercial or financial information which the Applicant does not

want used or disclosed for any purpose other than evaluation of the application. The use and disclosure of such data may be restricted provided the Applicant marks the cover sheet of the application with the following legend, specifying the pages of the application which are to be restricted in accordance with the conditions of the legend:

"The data contained in pages _____ of this application have been submitted in confidence and contain trade secrets or proprietary information, and such data shall be used or disclosed only for evaluation purposes, provided that if this Applicant receives an award as a result of or in connection with the submission of this application, DOE shall have the right to use or disclose the data herein to the extent provided in the award. This restriction does not limit the government's right to use or disclose data obtained without restriction from any source, including the Applicant."

Further, to protect such data, each page containing such data shall be specifically identified and marked, including each line or paragraph containing the data to be protected with the legend similar to the following:

"Use or disclosure of the data set forth above is subject to the restriction on the cover page of this application."

It should be noted, however, that the data bearing the aforementioned legend may be subject to release under the provisions of the Freedom of Information Act (FOIA), if DOE or a court determines that the material so marked is not exempt under the FOIA. The Government assumes no liability for disclosure or use of unmarked data and may use such data for any purpose.

Applicants are hereby notified that DOE intends to make all applications submitted available to non-Government personnel for the sole purpose of assisting the DOE in its evaluation of the applications. These individuals will be required to protect the confidentiality of any specifically identified information obtained as a result of their participation in the evaluation.

C. Volume I - Technical Volume

1. Number of Copies and Cover Page

In accordance with 10 CFR Part 600.210(b)(2), State and Local Government Applicants are only required to submit an original and two (2) copies of the application. The name, signature, title, address, phone number, facsimile, and electronic mail address of an authorized representative of the Applicant(s), along with

the name and type of organization, must appear on the cover page of all copies of Volume I of the application.

2. Table of Contents and Pages

Volume I shall include a table of contents and page numbers corresponding to the elements outlined in these guidelines. Certain sections of Volume I shall be limited to a maximum number of pages as indicated below. Volume I shall consist of:

- a) Cover Page
- b) Table of Contents
- c) Technical Summary (1 page limit)
- d) Technical Proposal (15 page limit including foldouts)
- e) Statement of Work (5 page limit)
- f) Personnel Resumes (2 page limit each)

3. Technical Summary

A one page technical summary describing, in general terms, the proposed Project must be prepared and submitted with the Application. Applicants must also provide an explanation of the proposed Project benefits from DOE funding. The summary should be informative and contain information which is releasable to the public.

4. Technical Volume Structure

The Technical Volume shall be structured in accordance with the following elements.

Project Plan

Criteria 1: Management and Planning

Weight 25%

Evidence of applicant's experience and adequacy of past performance

Clarity and understanding of applicant's roles and responsibilities in achieving WAP and DRO objectives

Extent and relevance of experience of the applicant in other energy management areas relevant to the project

Criteria 2: Project Oversight and Evaluation Weight 50%

Experience in overseeing projects and issuing solicitations

Adequacy of systems and structures in place for grant administration

Ability to relate technical progress of grants with requested payments

Criteria 3: Key Personnel Capabilities Weight 25%

Adequacy and skill mix for the project

Demonstrated experience and familiarity with both WAP regulations and financial assistance activities

D. Volume II- Business Volume

1. Number of Copies and Cover Page

Volume II shall be submitted in an original plus five (5) copies. The original application (i.e., original signature) shall be identified as "Original" (No. 1) and the remaining copies shall be consecutively numbered 2 through 5. In accordance with 10 CFR Part 600.210(b)(2), State and Local Government Applicants are required to submit an original and two (2) copies of the application. However, such applicants are encouraged to submit an original plus five (5) copies. The name, signature, title, address, phone number, facsimile, and electronic mail address of an authorized representative of the Applicant(s), along with the name and type of organization, must appear on the cover page of all copies of Volume II of the application.

2. Table of Contents and Pages

Volume II shall be divided into two sections, (1) Project Budget Costs (2) Certifications and Other Required Forms, include a table of contents and page numbers corresponding to the elements outlined in these guidelines. Volume II shall consist of:

a) Cover Page

b) Table of Contents

c) "Application for Federal Assistance" (SF424) (Must be executed by authorized official)

d) Section 1 - Project Budget Costs

1. "Federal Assistance Budget Information" (DOE F 4600.4)
2. "Budget Explanation Page for DOE F 4600.4" (GO-PF20)
3. Budget Summary By Task
4. Rate Agreement or Proposal
5. Cost Sharing

e) Section 2 - Certifications and Other Required Forms. See Section III.E, items b through g.

3. Section 1 - Project Budget Costs

1. Provide accurate, complete, and well documented cost estimates for that portion of the project DOE is funding and all committed cost sharing. The information shall support the data provided in Standard Form 424. Cost data for the proposed project shall be submitted on the Budget Information Form (DOE F 4600.4).
2. Costs shall be supported by completing the Budget Explanation Form (GO-PF20). Cost supporting data shall be provided for each of the five years of the project period. Include all costs for managing the project and outreach, **exclusive of anticipated subawards for training and enhancement projects**. Applicants shall provide all of the information requested on the Budget Explanation Form, but may do so by attaching table or spreadsheet information and inserting "See attached" under the applicable item on the Budget Explanation Form.

The estimated project costs shall be presented in sufficient detail to allow evaluation of each cost element and year of the project. If cost escalation factors are used in determining cost estimates these shall be clearly defined with justification. Any contracted costs funded by DOE or cost shared shall be totaled and explained on the Applicant's Budget Information Form, under Item F, contractual. Refer also to the additional instructions for completing budget information and budget explanation forms included as an attachment. Appropriateness of cost relative to the effort to be

completed and probable cost to the government will be considered. The proposed costs for the initial and subsequent years will be considered as an indicator, in conjunction with the technical evaluation criteria, of the applicant's understanding of the project work.

In accordance with 10CFR 600.127 (c) Fee or Profit (any increment above cost) for the applicant is prohibited in financial assistance and may not be included in the application.

3. Provide a budget summary by task as indicated in the Statement of Work. Other costs (equipment, consultants, etc.) shall be allocated to each task so that the total equals the estimated cost under (1) above.
4. If your organization has a rate agreement in effect with a Federal agency, or if such an agreement is pending, please forward a copy of the agreement, or the proposed rates and a Federal point of contact with the application. If your organization does not have a rate agreement or one is not pending, please forward a supported indirect rate proposal with your application.
5. Identify the percentage level and source of cost sharing for the proposed project.
NOTE: there is no minimum amount or percentage of cost share required in order to receive an award under this solicitation. Firm funding commitments are expected and documentation of those commitments must be included in the application. The total project cost (i.e., sum of applicant and participants plus DOE cost shares) must be reflected in each completed Budget Explanation Form. A detailed estimate of the cash value (basis of and the nature, e.g., equipment, labor, facilities, cash, etc.) of all contributions to the project by each Participant must be provided. Note that "cost sharing" is not limited to cash investment. In-kind contributions (e.g., contribution of services or property; donated equipment, buildings, or land; donated supplies; or unrecovered indirect costs) incurred as part of the project may be considered as all or part of the cost share. Foregone fee or profit by the Applicant shall not be considered cost sharing under any resulting Cooperative Agreement. Reimbursement of actual costs will only include those costs that are allowable and allocable to the project as determined in accordance with the applicable cost principles prescribed in 10 CFR 600.127 for the respective Participants.

E. Certifications and Other Required Forms

All of the following forms must be completed and submitted with the application:

- a) The "Application for Federal Assistance" (SF 424) (**Must be executed.**)
- b) The "Financial Assistance Pre-Award Information Sheet" (GO-PF19) (The data furnished in this form will not be used in the evaluation; however, it will be used to determine the appropriate Intellectual Property provisions, based on the type of business, to be used if a Cooperative Agreement results.)
- c) The "U.S. DOE Assurance of Compliance" (Form DOE F 1600.5)
- d) The "Grantee Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements" (FA-CERTS)
- e) The "Disclosure of Lobbying Activities" (SF-LLL) (**To be submitted even if no lobbying is certified.**)
- f) The "Environmental Checklist" (GO-EF1)
- g) The "Energy Policy Act (EPA) Certification" (GO-PF21)
- h) The "Federal Assistance Budget Information" (DOE F 4600.4)
- i) The "Budget Explanation Page for DOE F4600.4" (GO-PF20)

These forms can be found at: <http://www.eren.doe.gov/golden/applicationdocs.html>

IV. SELECTION FOR AWARD

Award will be made to the applicant who submits the application for the project, which is considered by the Selection Official to be the most advantageous to the Regional Weatherization Program, technical aspects and cost considered.

DOE reserves the right to fund/support any, all or none of the applications submitted in response to this solicitation. All applicants will be notified in writing of the action taken on their applications. The status of any application during the evaluation and selection process will not be discussed with applicants. Applications will not be returned.

V. EVALUATION OF APPLICATIONS

A. Initial Screening

After receiving the application, a preliminary review will be performed by DOE to check for completeness. Applications that are clearly non-responsive, e.g., do not address all of the evaluation criteria, are substantially deficient in detail to permit a complete evaluation, or do not adequately address the issue of mitigation of conflict of interest in Section I of the application to the satisfaction of DOE, will not be comprehensively evaluated or considered for award.

B. Minimum Qualifications

Minimum qualifications means meeting the eligibility requirements as stated in Part II. General Information, A. Eligibility Requirements of this solicitation.

Applications that clearly do not meet the eligibility requirements will not be comprehensively evaluated or considered for an award. Applications that do not meet these requirements will not be returned to the Applicant; however those Applicants will be promptly notified.

C. Comprehensive Evaluation

Evaluation of applications will be performed in accordance with 10 CFR Part 600.13 using the evaluation criteria described below. In evaluating applications, DOE reserves the right to use any assistance deemed advisable, in accordance with applicable regulations, including qualified personnel from other Federal agencies, other Government entities, universities, industry, and DOE contractors. These individuals will be required to protect the confidentiality of any specifically identified trade secrets and/or privileged or confidential commercial or financial information obtained as a result of their participation in this evaluation. In addition, Any person who participates in the review of applications shall be subject to the provisions of 10 CFR Part 600.14, Conflict Interest. **Submission of an application constitutes consent to the use of outside evaluators.** Information contained in the applications shall be treated in accordance with the policies and procedures set forth in 10 CFR Part 600.15.

D. Evaluation Criteria

1. Application Evaluation Criteria

This section describes the criteria that will be considered in the evaluation of each item requested in the application. Each of the criteria for Volume I (Technical Volume) are weighted as specified below. Volume II will not be scored, but will receive an adjectival rating.

Project Plan

1. Management and Planning - 25%

Evidence of applicant's experience and adequacy of past performance

Clarity and understanding of applicant's roles and responsibilities in achieving WAP and DRO objectives

Extent and relevance of experience of the applicant in other energy management areas relevant to the project

2. Project Oversight and Evaluation - 50%

Experience in overseeing projects and issuing solicitations

Adequacy of systems and structures in place for grant administration

Ability to relate technical progress of grants with requested payments

3. Key Personnel Capabilities - 25%

Adequacy and skill mix for the project

Demonstrated experience and familiarity with both WAP regulations and financial assistance activities

3. Volume II - Business Volume

The financial information in the proposals will be evaluated but will not be point scored. The price proposals will be given an adjectival rating. This rating will be utilized by the Selection Official in determining the application most advantageous to DOE. The following is a listing of the factors which will be considered in evaluation:

Part One: Budget

Comprehensiveness and rationale of the information provided.

Reasonableness of cost estimates - Reasonableness of cost and probable cost to the government will be considered. The proposed costs will be considered as an indicator, in conjunction with the technical evaluation criteria, of the Applicant's understanding of the project work.

The breakdown of costs by task structure is reasonable and demonstrates a thorough understanding of the project work.

Nature (equipment, labor, facilities, cash, etc.) and amount of cost sharing proposed, including the method of calculating the value of any in-kind contributions, is reasonable.

Evidence of secure funding commitments for any proposed cost sharing.

In making the selection decision, the apparent advantages of individual technical applications will be weighed against evaluated probable cost to the Government (including cost sharing) to determine whether the technical superiority of more costly applications is worth the additional cost over other less technically superior applications. As a result of this technical/cost trade-off assessment, evaluated probable cost to the Government may form the basis for selection.

Part Two: Financial Information

Adequacy of available resources, past performance records and experience, and financial capabilities/position of the team.

Compliance with 10 CFR 600.121 requirements.

VI. ADDITIONAL INFORMATION

DOE may require applications to be clarified or supplemented to the extent considered necessary, either through additional written submissions or oral presentations; however, the award may be made solely on the information contained in the initial application.